

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1585496

Vendor Name: Banner Personnel Service Inc

Invoice Number: 38128

Invoice Date: 03/21/20

PO Number: B0369030

Check Number: E0080581

Check Amount: \$ 156.00

Check Date: 06/23/2020

Department ID: 00783

Reviewer Name:

Voucher Number: V0631260

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Remit To:



**Banner Personnel Service, Inc.**

**7425 Janes Avenue, Suite 201  
Woodridge, IL 60517  
630-515-0500**


Accounts Payable  
College Of DuPage  
425 22nd St  
Glen Ellyn, IL 60137

**Branch Name: Naperville**

<b>Invoice Date</b>	<b>Invoice #</b>
3/21/2020	38128
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$156.00

TERMS: Unless otherwise provided for under contract:  
This invoice must be paid within 10 days. Any invoiced amount not paid within 30 days will accrue interest at the rate of 1% per month or at the maximum rate permitted by law. Client directed travel or expense costs will be assessed a 5% handling charge.

**Please detach and return with remittance**

<b>Employee</b>	<b>Description</b>	<b>Reg Hrs</b>	<b>Rate</b>	<b>OT Hrs</b>	<b>OT Rate</b>	<b>Total</b>
	<b>WeekendDate: 3/22/2020</b> AA-Administrative Assistant Department Name: Office of General Counsel	8.00	\$19.50	0.00	\$29.25	\$156.00

**Please Pay \$156.00**

-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 11:13:45 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Reminder - 4 Unpaid Banner Invoices  
-----

**From:** Collsen, Dana  
**Sent:** Tuesday, June 23, 2020 10:50 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

Here are the invoices I have sent her. I will also forward you my latest email I received from her regarding payments.

Thanks for checking back on this.

*Dana Collsen*  
*Human Resources/Administrative Assistant*  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Tuesday, June 23, 2020 10:47 AM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Subject:** FW: Reminder - 4 Unpaid Banner Invoices

Hi Dana,

I still did not get these invoice from Liliana,

Eugene provided a blanket no. BO369030, but not sure if this is for her. I understand she reached out to the managers about this.

Do you have a copy of these invoices?

**Office of General Counsel:**

Invoice Date	Invoice #	Total \$
2/29/20	37988	312.00
3/7/20	38034	780.00
3/14/20	38090	780.00
3/21/20	38128	156.00

Thanks

**Marivic Zerrudo**

**Accounts Payable Team Leader**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

**From:** Kalin, Lilianna

**Sent:** Thursday, June 18, 2020 12:16 PM

**To:** Collsen, Dana <[collsend@cod.edu](mailto:collsend@cod.edu)>

**Cc:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

Hi Dana,

I reached out to Bob Hayley, the tie up was with Budget Transfer. I am now working with Bob to get the funds transferred so that the invoice can be paid. This has been a nightmare to resolve and I can only imagine how frustrating it is for Banner.

*Lilianna Kalin*

Interim General Counsel

Office of General Counsel

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630)942-3860

[kalinl@cod.edu](mailto:kalinl@cod.edu)

**From:** Collsen, Dana <[collsend@cod.edu](mailto:collsend@cod.edu)>

**Sent:** Wednesday, June 17, 2020 3:47 PM

**To:** Kalin, Lilianna <[kalinl@cod.edu](mailto:kalinl@cod.edu)>

**Cc:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

I received another email this afternoon from Banner. They are still awaiting payment for the 4 invoices from your departments staffing needs.

Could either of you please update me on the status of these invoices so I can alert Banner?

I appreciate your help in getting this matter resolved quickly.

*Dana Collsen*

Human Resources/Administrative Assistant

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

[collsend@cod.edu](mailto:collsend@cod.edu)

Phone: 630-942-2639

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**From:** Kalin, Lilianna <kalinl@cod.edu>  
**Sent:** Thursday, June 11, 2020 9:45 AM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices

Hi Dana,  
We finally received access to create a PO, I had to switch budget funds that was the hold up. I think the invoices should be paid this week or next at the latest.

*Lilianna Kalin*  
Interim General Counsel  
Office of General Counsel  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
(630)942-3860  
kalinl@cod.edu

**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Thursday, June 11, 2020 7:43 AM  
**To:** Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices  
**Importance:** High

Lilianna,

Any update on your unpaid Banner Invoices? I received another email today from Banner requesting payment ASAP.

Thanks,

*Dana Collsen*  
Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Tuesday, June 2, 2020 10:37 AM  
**To:** Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Collsen, Dana <collsend@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices

Lilianna,

Have you reached out to Purchasing when it comes to PO/BO? Purchasing handles those requests. If you need additional supporting documents along with your invoices, like copies of Banner contract, etc. when applying for BO number, I have attached those items Purchasing may need. I also had to do that for Cesar Flores when he needed documentation from Purchasing for the same type of situation in order to receive a Blanket Order number for temp agency invoices.

Keep us posted on any updates, but hopefully Purchasing can answer your questions, and expedite the process.

Regards,

*Dana Collsen*

*Human Resources/Administrative Assistant*

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

collsend@cod.edu

Phone: 630-942-2639

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**From:** Kalin, Lilianna <kalinl@cod.edu>

**Sent:** Tuesday, June 2, 2020 10:21 AM

**To:** Collsen, Dana <collsend@cod.edu>

**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

**Subject:** RE: Reminder - Unpaid Banner Invoices

I have sent these invoices to Scott Brady, Eugene Refakes. I have repeatedly asked for assistance in getting this matter resolved since it's been pending for months. I have received the run around on the process and when I ask for instructions and guidance I hear crickets. So once again I will send these invoices over and ask for assistance, the PO number appears to be the biggest sticking point.

*Lilianna Kalin*

Interim General Counsel

Office of General Counsel

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630)942-3860

kalinl@cod.edu

**From:** Collsen, Dana <collsend@cod.edu>

**Sent:** Tuesday, June 2, 2020 9:26 AM

**To:** Kalin, Lilianna <kalinl@cod.edu>

**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

**Subject:** RE: Reminder - Unpaid Banner Invoices

**Importance:** High

Lilianna,

Once again HR has been notified from Banner of these previous invoices still not being paid from your department. Please update us on the status of this situation.

Regards,

*Dana Collsen*

Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana  
**Sent:** Monday, April 27, 2020 3:15 PM  
**To:** Hollowed, Leslie <hollowedl@cod.edu>; Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@COD.EDU>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Lilianna,

These Banner Invoices still remain open, and in need of approval. Please see email thread and provide Blanket Order # as soon possible to invoicing.

Thanks,

*Dana Collsen*

Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Monday, April 27, 2020 3:11 PM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Haven't received these invoices back with approval

**From:** Collsen, Dana

**Sent:** Friday, April 24, 2020 4:11 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Any recent updates on these Banner invoices to General Counsel?

Thanks,

*Dana Collsen*  
Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Monday, April 6, 2020 5:34 PM  
**To:** Hollowed, Leslie <hollowedl@cod.edu>; Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Collsen, Dana <collsend@cod.edu>; Jacobson, Daniel <jacobsond@cod.edu>  
**Subject:** Reminder - Unpaid Banner Invoices

Leslie,  
HR received notice today of outstanding Banner invoices. *(There were 33 unpaid invoices, totally \$32,145.79 from several department's Banner staffing needs.)* These invoices have ALL previously been sent to each department for both approval signatures and the Blanket Order (BO)#s for payment purposes. I have verified that **NONE** have been received to Accounts Payable to date. I will be sending this email to each department requiring approval documentation, listing each department's unpaid invoices to date.

**General Counsel Please note:** Your department's invoices are very recent, so it is understood if some have not been sent in for payment yet – I just needed to send this email reminder to all departments using Banner personnel so we could make payment as soon as possible.

Please provide each of your department's unpaid invoices with the **Approval Signature and BO#** to Maria Zerrudo: zerrudom@COD.EDU or Invoicing@cod.edu for payment **ASAP**. **If you have questions on the process please contact Maria for further clarification or explanation.**

**Office of General Counsel:**

Invoice Date	Invoice #	Total \$
2/29/20	37988	312.00
3/7/20	38034	780.00
3/14/20	38090	780.00
3/21/20	38128	156.00

Thanks for your help in resolving this unpaid invoice issue with Banner.

*Dana Collsen*  
Human Resources/Administrative Assistant

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 15:18:30 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Banner Temporary Services Invoices  
-----

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:12 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Re: Banner Temporary Services Invoices

You are correct, normally you shouldn't.  
Eugene will forward the approvals so that they can be attached. He is working on that right now. He said Lilianna doesn't know how to approve in her queue and that is why we are doing it this way, since the invoices are past-due.

Thanks for all your help,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 3:08:11 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

I shouldn't process this for payment without approval because it is a blanket.

But I will attach this email and a note that Eugene wants this paid and will forward Lilliana's approval

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:03 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>

**Subject:** Re: Banner Temporary Services Invoices

Great! Thank you. Can you do me a favor per Eugene? Can you please pull back the request for approval from Lilliana's queue and pay these? I just spoke with Eugene and he says he may have an e-mail with Lilliana's approval and he will forward once he retrieves. He wants to make sure these do get paid tomorrow.

Thanks!  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 2:56:13 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

Hi Joyce,

I already vouchered the 4 invoices under the blanket no. provided by Eugene.

I routed it to Lilianna Kalin for approval.

Thank you

Marivic

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 2:49 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: Banner Temporary Services Invoices

Hi Marivic,

Please see Eugene's e-mail below. Can you use this BO number to process the invoices?

Thanks  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 8:20 AM  
**To:** Refakes, Eugene  
**Subject:** Re: Banner Temporary Services Invoices

Will do!

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Refakes, Eugene  
**Sent:** Tuesday, June 23, 2020 8:15 AM  
**To:** Sekerka, Joyce  
**Subject:** Banner Temporary Services Invoices

Hi Joyce,

We have outstanding invoices from Banner Temporary services. We delayed payment because the General Counsel's office needed to get a blanket order going. That is complete and the order number is B0369030. Please check with the appropriate Lead so they can pay the outstanding invoices And verify that have the invoices.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*  
*Financial Affairs*  
*College of DuPage*  
Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1585496

Vendor Name: Banner Personnel Service Inc

Invoice Number: 38034

Invoice Date: 03/07/20

PO Number: B0369030

Check Number: E0080581

Check Amount: \$ 780.00

Check Date: 06/23/2020

Department ID: 00783

Reviewer Name:

Voucher Number: V0631261

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Remit To:



**Banner Personnel Service, Inc.**

**7425 Janes Avenue, Suite 201  
Woodridge, IL 60517  
630-515-0500**

Accounts Payable  
College Of DuPage  
425 22nd St  
Glen Ellyn, IL 60137

**Branch Name: Naperville**

<b>Invoice Date</b>	<b>Invoice #</b>
3/7/2020	38034
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$780.00

TERMS: Unless otherwise provided for under contract:  
This invoice must be paid within 10 days. Any invoiced amount not paid within 30 days will accrue interest at the rate of 1% per month or at the maximum rate permitted by law. Client directed travel or expense costs will be assessed a 5% handling charge.

**Please detach and return with remittance**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
	<b>WeekendDate: 3/7/2020</b>					
	AA-Administrative Assistant	40.00	\$19.50	0.00	\$29.25	\$780.00
	Department Name: Office of General Counsel					

**Please Pay \$780.00**

-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 11:13:11 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Reminder - 4 Unpaid Banner Invoices  
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**From:** Collsen, Dana  
**Sent:** Tuesday, June 23, 2020 10:50 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

Here are the invoices I have sent her. I will also forward you my latest email I received from her regarding payments.

Thanks for checking back on this.

*Dana Collsen*  
*Human Resources/Administrative Assistant*  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**Sent:** Tuesday, June 23, 2020 10:47 AM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Subject:** FW: Reminder - 4 Unpaid Banner Invoices

Hi Dana,

I still did not get these invoice from Liliana,

Eugene provided a blanket no. BO369030, but not sure if this is for her. I understand she reached out to the managers about this.

Do you have a copy of these invoices?

**Office of General Counsel:**

Invoice Date	Invoice #	Total \$
2/29/20	37988	312.00
3/7/20	38034	780.00
3/14/20	38090	780.00
3/21/20	38128	156.00

Thanks

**Marivic Zerrudo**

**Accounts Payable Team Leader**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

**From:** Kalin, Lilianna

**Sent:** Thursday, June 18, 2020 12:16 PM

**To:** Collsen, Dana <[collsend@cod.edu](mailto:collsend@cod.edu)>

**Cc:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

Hi Dana,

I reached out to Bob Hayley, the tie up was with Budget Transfer. I am now working with Bob to get the funds transferred so that the invoice can be paid. This has been a nightmare to resolve and I can only imagine how frustrating it is for Banner.

*Lilianna Kalin*

Interim General Counsel

Office of General Counsel

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630)942-3860

[kalinl@cod.edu](mailto:kalinl@cod.edu)

**From:** Collsen, Dana <[collsend@cod.edu](mailto:collsend@cod.edu)>

**Sent:** Wednesday, June 17, 2020 3:47 PM

**To:** Kalin, Lilianna <[kalinl@cod.edu](mailto:kalinl@cod.edu)>

**Cc:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

I received another email this afternoon from Banner. They are still awaiting payment for the 4 invoices from your departments staffing needs.

Could either of you please update me on the status of these invoices so I can alert Banner?

I appreciate your help in getting this matter resolved quickly.

*Dana Collsen*

Human Resources/Administrative Assistant

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

[collsend@cod.edu](mailto:collsend@cod.edu)

Phone: 630-942-2639

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**From:** Kalin, Lilianna <kalinl@cod.edu>  
**Sent:** Thursday, June 11, 2020 9:45 AM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices

Hi Dana,  
We finally received access to create a PO, I had to switch budget funds that was the hold up. I think the invoices should be paid this week or next at the latest.

*Lilianna Kalin*  
Interim General Counsel  
Office of General Counsel  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
(630)942-3860  
kalinl@cod.edu

**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Thursday, June 11, 2020 7:43 AM  
**To:** Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices  
**Importance:** High

Lilianna,

Any update on your unpaid Banner Invoices? I received another email today from Banner requesting payment ASAP.

Thanks,

*Dana Collsen*  
Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Tuesday, June 2, 2020 10:37 AM  
**To:** Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Collsen, Dana <collsend@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices

Lilianna,

Have you reached out to Purchasing when it comes to PO/BO? Purchasing handles those requests. If you need additional supporting documents along with your invoices, like copies of Banner contract, etc. when applying for BO number, I have attached those items Purchasing may need. I also had to do that for Cesar Flores when he needed documentation from Purchasing for the same type of situation in order to receive a Blanket Order number for temp agency invoices.

Keep us posted on any updates, but hopefully Purchasing can answer your questions, and expedite the process.

Regards,

*Dana Collsen*

*Human Resources/Administrative Assistant*

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

collsend@cod.edu

Phone: 630-942-2639

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**From:** Kalin, Lilianna <kalinl@cod.edu>

**Sent:** Tuesday, June 2, 2020 10:21 AM

**To:** Collsen, Dana <collsend@cod.edu>

**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

**Subject:** RE: Reminder - Unpaid Banner Invoices

I have sent these invoices to Scott Brady, Eugene Refakes. I have repeatedly asked for assistance in getting this matter resolved since it's been pending for months. I have received the run around on the process and when I ask for instructions and guidance I hear crickets. So once again I will send these invoices over and ask for assistance, the PO number appears to be the biggest sticking point.

*Lilianna Kalin*

Interim General Counsel

Office of General Counsel

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630)942-3860

kalinl@cod.edu

**From:** Collsen, Dana <collsend@cod.edu>

**Sent:** Tuesday, June 2, 2020 9:26 AM

**To:** Kalin, Lilianna <kalinl@cod.edu>

**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

**Subject:** RE: Reminder - Unpaid Banner Invoices

**Importance:** High

Lilianna,

Once again HR has been notified from Banner of these previous invoices still not being paid from your department. Please update us on the status of this situation.

Regards,

*Dana Collsen*

Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana  
**Sent:** Monday, April 27, 2020 3:15 PM  
**To:** Hollowed, Leslie <hollowedl@cod.edu>; Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@COD.EDU>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Lilianna,

These Banner Invoices still remain open, and in need of approval. Please see email thread and provide Blanket Order # as soon possible to invoicing.

Thanks,

*Dana Collsen*

Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Monday, April 27, 2020 3:11 PM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Haven't received these invoices back with approval

**From:** Collsen, Dana



**Sent:** Friday, April 24, 2020 4:11 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Any recent updates on these Banner invoices to General Counsel?

Thanks,

*Dana Collsen*  
Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Monday, April 6, 2020 5:34 PM  
**To:** Hollowed, Leslie <hollowedl@cod.edu>; Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Collsen, Dana <collsend@cod.edu>; Jacobson, Daniel <jacobsond@cod.edu>  
**Subject:** Reminder - Unpaid Banner Invoices

Leslie,  
HR received notice today of outstanding Banner invoices. *(There were 33 unpaid invoices, totally \$32,145.79 from several department's Banner staffing needs.)* These invoices have ALL previously been sent to each department for both approval signatures and the Blanket Order (BO)#s for payment purposes. I have verified that **NONE** have been received to Accounts Payable to date. I will be sending this email to each department requiring approval documentation, listing each department's unpaid invoices to date.

**General Counsel Please note:** Your department's invoices are very recent, so it is understood if some have not been sent in for payment yet – I just needed to send this email reminder to all departments using Banner personnel so we could make payment as soon as possible.

Please provide each of your department's unpaid invoices with the **Approval Signature and BO#** to Maria Zerrudo: zerrudom@COD.EDU or Invoicing@cod.edu for payment **ASAP**. **If you have questions on the process please contact Maria for further clarification or explanation.**

**Office of General Counsel:**

Invoice Date	Invoice #	Total \$
2/29/20	37988	312.00
3/7/20	38034	780.00
3/14/20	38090	780.00
3/21/20	38128	156.00

Thanks for your help in resolving this unpaid invoice issue with Banner.

*Dana Collsen*  
Human Resources/Administrative Assistant

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 15:18:39 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Banner Temporary Services Invoices  
-----

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:12 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Re: Banner Temporary Services Invoices

You are correct, normally you shouldn't.  
Eugene will forward the approvals so that they can be attached. He is working on that right now. He said Lilianna doesn't know how to approve in her queue and that is why we are doing it this way, since the invoices are past-due.

Thanks for all your help,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 3:08:11 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

I shouldn't process this for payment without approval because it is a blanket.

But I will attach this email and a note that Eugene wants this paid and will forward Lilliana's approval

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:03 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>

**Subject:** Re: Banner Temporary Services Invoices

Great! Thank you. Can you do me a favor per Eugene? Can you please pull back the request for approval from Lilliana's queue and pay these? I just spoke with Eugene and he says he may have an e-mail with Lilliana's approval and he will forward once he retrieves. He wants to make sure these do get paid tomorrow.

Thanks!  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 2:56:13 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

Hi Joyce,

I already vouchered the 4 invoices under the blanket no. provided by Eugene.

I routed it to Lilianna Kalin for approval.

Thank you

Marivic

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 2:49 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: Banner Temporary Services Invoices

Hi Marivic,

Please see Eugene's e-mail below. Can you use this BO number to process the invoices?

Thanks  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 8:20 AM  
**To:** Refakes, Eugene  
**Subject:** Re: Banner Temporary Services Invoices

Will do!

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Refakes, Eugene  
**Sent:** Tuesday, June 23, 2020 8:15 AM  
**To:** Sekerka, Joyce  
**Subject:** Banner Temporary Services Invoices

Hi Joyce,

We have outstanding invoices from Banner Temporary services. We delayed payment because the General Counsel's office needed to get a blanket order going. That is complete and the order number is B0369030. Please check with the appropriate Lead so they can pay the outstanding invoices And verify that have the invoices.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*  
*Financial Affairs*  
*College of DuPage*  
Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 38090  
Invoice Date: 03/14/20  
PO Number: B0369030  
Check Number: E0080581  
Check Amount: \$ 780.00  
Check Date: 06/23/2020  
Department ID: 00783  
Reviewer Name:  
Voucher Number: V0631262  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 15:18:45 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Banner Temporary Services Invoices  
-----

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:12 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Re: Banner Temporary Services Invoices

You are correct, normally you shouldn't.  
Eugene will forward the approvals so that they can be attached. He is working on that right now. He said Lilianna doesn't know how to approve in her queue and that is why we are doing it this way, since the invoices are past-due.

Thanks for all your help,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 3:08:11 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

I shouldn't process this for payment without approval because it is a blanket.

But I will attach this email and a note that Eugene wants this paid and will forward Lilliana's approval

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:03 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>



**Subject:** Re: Banner Temporary Services Invoices

Great! Thank you. Can you do me a favor per Eugene? Can you please pull back the request for approval from Lilliana's queue and pay these? I just spoke with Eugene and he says he may have an e-mail with Lilliana's approval and he will forward once he retrieves. He wants to make sure these do get paid tomorrow.

Thanks!  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 2:56:13 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

Hi Joyce,

I already vouchered the 4 invoices under the blanket no. provided by Eugene.

I routed it to Lilianna Kalin for approval.

Thank you

Marivic

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 2:49 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: Banner Temporary Services Invoices

Hi Marivic,

Please see Eugene's e-mail below. Can you use this BO number to process the invoices?

Thanks  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 8:20 AM  
**To:** Refakes, Eugene  
**Subject:** Re: Banner Temporary Services Invoices

Will do!

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Refakes, Eugene  
**Sent:** Tuesday, June 23, 2020 8:15 AM  
**To:** Sekerka, Joyce  
**Subject:** Banner Temporary Services Invoices

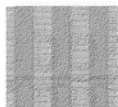
Hi Joyce,

We have outstanding invoices from Banner Temporary services. We delayed payment because the General Counsel's office needed to get a blanket order going. That is complete and the order number is B0369030. Please check with the appropriate Lead so they can pay the outstanding invoices And verify that have the invoices.

Thanks,

**Eugene Refakes**  
*Manager, Financial Operations and Systems*  
*Financial Affairs*  
*College of DuPage*  
Phone | (630)942-3263 | E-Mail | [refakese@cod.edu](mailto:refakese@cod.edu)

Remit To:



**Banner Personnel Service, Inc.**

**7425 Janes Avenue, Suite 201  
Woodridge, IL 60517  
630-515-0500**

Accounts Payable  
College Of DuPage  
425 22nd St  
Glen Ellyn, IL 60137

**Branch Name: Naperville**

<b>Invoice Date</b>	<b>Invoice #</b>
3/14/2020	38090
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$780.00

TERMS: Unless otherwise provided for under contract:  
This invoice must be paid within 10 days. Any invoiced amount not paid within 30 days will accrue interest at the rate of 1% per month or at the maximum rate permitted by law. Client directed travel or expense costs will be assessed a 5% handling charge.

**Please detach and return with remittance**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
	<b>WeekendDate: 3/14/2020</b>					
	AA-Administrative Assistant	40.00	\$19.50	0.00	\$29.25	\$780.00
	Department Name: Office of General Counsel					

**Please Pay \$780.00**

-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 11:13:29 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Reminder - 4 Unpaid Banner Invoices  
-----

**From:** Collsen, Dana  
**Sent:** Tuesday, June 23, 2020 10:50 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

Here are the invoices I have sent her. I will also forward you my latest email I received from her regarding payments.

Thanks for checking back on this.

*Dana Collsen*  
*Human Resources/Administrative Assistant*  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Tuesday, June 23, 2020 10:47 AM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Subject:** FW: Reminder - 4 Unpaid Banner Invoices

Hi Dana,

I still did not get these invoice from Liliana,

Eugene provided a blanket no. BO369030, but not sure if this is for her. I understand she reached out to the managers about this.

Do you have a copy of these invoices?

**Office of General Counsel:**

Invoice Date	Invoice #	Total \$
2/29/20	37988	312.00
3/7/20	38034	780.00
3/14/20	38090	780.00
3/21/20	38128	156.00

Thanks

**Marivic Zerrudo**

**Accounts Payable Team Leader**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

**From:** Kalin, Lilianna

**Sent:** Thursday, June 18, 2020 12:16 PM

**To:** Collsen, Dana <[collsend@cod.edu](mailto:collsend@cod.edu)>

**Cc:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

Hi Dana,

I reached out to Bob Hayley, the tie up was with Budget Transfer. I am now working with Bob to get the funds transferred so that the invoice can be paid. This has been a nightmare to resolve and I can only imagine how frustrating it is for Banner.

*Lilianna Kalin*

Interim General Counsel

Office of General Counsel

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630)942-3860

[kalinl@cod.edu](mailto:kalinl@cod.edu)

**From:** Collsen, Dana <[collsend@cod.edu](mailto:collsend@cod.edu)>

**Sent:** Wednesday, June 17, 2020 3:47 PM

**To:** Kalin, Lilianna <[kalinl@cod.edu](mailto:kalinl@cod.edu)>

**Cc:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

I received another email this afternoon from Banner. They are still awaiting payment for the 4 invoices from your departments staffing needs.

Could either of you please update me on the status of these invoices so I can alert Banner?

I appreciate your help in getting this matter resolved quickly.

*Dana Collsen*

Human Resources/Administrative Assistant

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

[collsend@cod.edu](mailto:collsend@cod.edu)

Phone: 630-942-2639

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**From:** Kalin, Lilianna <kalinl@cod.edu>  
**Sent:** Thursday, June 11, 2020 9:45 AM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices

Hi Dana,  
We finally received access to create a PO, I had to switch budget funds that was the hold up. I think the invoices should be paid this week or next at the latest.

*Lilianna Kalin*  
Interim General Counsel  
Office of General Counsel  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
(630)942-3860  
kalinl@cod.edu

**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Thursday, June 11, 2020 7:43 AM  
**To:** Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices  
**Importance:** High

Lilianna,

Any update on your unpaid Banner Invoices? I received another email today from Banner requesting payment ASAP.

Thanks,

*Dana Collsen*  
Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Tuesday, June 2, 2020 10:37 AM  
**To:** Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Collsen, Dana <collsend@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices

Lilianna,

Have you reached out to Purchasing when it comes to PO/BO? Purchasing handles those requests. If you need additional supporting documents along with your invoices, like copies of Banner contract, etc. when applying for BO number, I have attached those items Purchasing may need. I also had to do that for Cesar Flores when he needed documentation from Purchasing for the same type of situation in order to receive a Blanket Order number for temp agency invoices.

Keep us posted on any updates, but hopefully Purchasing can answer your questions, and expedite the process.

Regards,

*Dana Collsen*

*Human Resources/Administrative Assistant*

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

collsend@cod.edu

Phone: 630-942-2639

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**From:** Kalin, Lilianna <kalinl@cod.edu>

**Sent:** Tuesday, June 2, 2020 10:21 AM

**To:** Collsen, Dana <collsend@cod.edu>

**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

**Subject:** RE: Reminder - Unpaid Banner Invoices

I have sent these invoices to Scott Brady, Eugene Refakes. I have repeatedly asked for assistance in getting this matter resolved since it's been pending for months. I have received the run around on the process and when I ask for instructions and guidance I hear crickets. So once again I will send these invoices over and ask for assistance, the PO number appears to be the biggest sticking point.

*Lilianna Kalin*

Interim General Counsel

Office of General Counsel

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630)942-3860

kalinl@cod.edu

**From:** Collsen, Dana <collsend@cod.edu>

**Sent:** Tuesday, June 2, 2020 9:26 AM

**To:** Kalin, Lilianna <kalinl@cod.edu>

**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

**Subject:** RE: Reminder - Unpaid Banner Invoices

**Importance:** High

Lilianna,



Once again HR has been notified from Banner of these previous invoices still not being paid from your department. Please update us on the status of this situation.

Regards,

*Dana Collsen*

Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana  
**Sent:** Monday, April 27, 2020 3:15 PM  
**To:** Hollowed, Leslie <hollowedl@cod.edu>; Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@COD.EDU>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Lilianna,

These Banner Invoices still remain open, and in need of approval. Please see email thread and provide Blanket Order # as soon possible to invoicing.

Thanks,

*Dana Collsen*

Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Monday, April 27, 2020 3:11 PM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Haven't received these invoices back with approval

**From:** Collsen, Dana

**Sent:** Friday, April 24, 2020 4:11 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Any recent updates on these Banner invoices to General Counsel?

Thanks,

*Dana Collsen*  
Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Monday, April 6, 2020 5:34 PM  
**To:** Hollowed, Leslie <hollowedl@cod.edu>; Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Collsen, Dana <collsend@cod.edu>; Jacobson, Daniel <jacobsond@cod.edu>  
**Subject:** Reminder - Unpaid Banner Invoices

Leslie,  
HR received notice today of outstanding Banner invoices. *(There were 33 unpaid invoices, totally \$32,145.79 from several department's Banner staffing needs.)* These invoices have ALL previously been sent to each department for both approval signatures and the Blanket Order (BO)#s for payment purposes. I have verified that **NONE** have been received to Accounts Payable to date. I will be sending this email to each department requiring approval documentation, listing each department's unpaid invoices to date.

**General Counsel Please note:** Your department's invoices are very recent, so it is understood if some have not been sent in for payment yet – I just needed to send this email reminder to all departments using Banner personnel so we could make payment as soon as possible.

Please provide each of your department's unpaid invoices with the **Approval Signature and BO#** to Maria Zerrudo: zerrudom@COD.EDU or Invoicing@cod.edu for payment **ASAP**. **If you have questions on the process please contact Maria for further clarification or explanation.**

**Office of General Counsel:**

Invoice Date	Invoice #	Total \$
2/29/20	37988	312.00
3/7/20	38034	780.00
3/14/20	38090	780.00
3/21/20	38128	156.00

Thanks for your help in resolving this unpaid invoice issue with Banner.

*Dana Collsen*  
Human Resources/Administrative Assistant

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

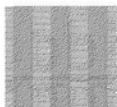
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Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1585496  
Vendor Name: Banner Personnel Service Inc  
Invoice Number: 37988  
Invoice Date: 02/29/20  
PO Number: B0369030  
Check Number: E0080581  
Check Amount: \$ 312.00  
Check Date: 06/23/2020  
Department ID: 00783  
Reviewer Name:  
Voucher Number: V0631263  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

Remit To:



**Banner Personnel Service, Inc.**

**7425 Janes Avenue, Suite 201  
Woodridge, IL 60517  
630-515-0500**

Accounts Payable  
College Of DuPage  
425 22nd St  
Glen Ellyn, IL 60137

**Branch Name: Naperville**

<b>Invoice Date</b>	<b>Invoice #</b>
2/29/2020	37988
<b>Customer #</b>	<b>Invoice Amt</b>
48221	\$312.00

TERMS: Unless otherwise provided for under contract:  
This invoice must be paid within 10 days. Any invoiced amount not paid within 30 days will accrue interest at the rate of 1% per month or at the maximum rate permitted by law. Client directed travel or expense costs will be assessed a 5% handling charge.

**Please detach and return with remittance**

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
	<b>WeekendDate: 2/29/2020</b>					
	AA-Administrative Assistant	16.00	\$19.50	0.00	\$29.25	\$312.00
	Department Name: Office of General Counsel					

**Please Pay \$312.00**

-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 10:59:02 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Reminder - 4 Unpaid Banner Invoices  
-----

**From:** Collsen, Dana  
**Sent:** Tuesday, June 23, 2020 10:50 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

Here are the invoices I have sent her. I will also forward you my latest email I received from her regarding payments.

Thanks for checking back on this.

*Dana Collsen*  
*Human Resources/Administrative Assistant*  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Tuesday, June 23, 2020 10:47 AM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Subject:** FW: Reminder - 4 Unpaid Banner Invoices

Hi Dana,

I still did not get these invoice from Liliana,

Eugene provided a blanket no. BO369030, but not sure if this is for her. I understand she reached out to the managers about this.

Do you have a copy of these invoices?

**Office of General Counsel:**

Invoice Date	Invoice #	Total \$
2/29/20	37988	312.00
3/7/20	38034	780.00
3/14/20	38090	780.00
3/21/20	38128	156.00

Thanks

**Marivic Zerrudo**

**Accounts Payable Team Leader**

**College of DuPage**

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

**From:** Kalin, Lilianna

**Sent:** Thursday, June 18, 2020 12:16 PM

**To:** Collsen, Dana <[collsend@cod.edu](mailto:collsend@cod.edu)>

**Cc:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

Hi Dana,

I reached out to Bob Hayley, the tie up was with Budget Transfer. I am now working with Bob to get the funds transferred so that the invoice can be paid. This has been a nightmare to resolve and I can only imagine how frustrating it is for Banner.

*Lilianna Kalin*

Interim General Counsel

Office of General Counsel

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630)942-3860

[kalinl@cod.edu](mailto:kalinl@cod.edu)

**From:** Collsen, Dana <[collsend@cod.edu](mailto:collsend@cod.edu)>

**Sent:** Wednesday, June 17, 2020 3:47 PM

**To:** Kalin, Lilianna <[kalinl@cod.edu](mailto:kalinl@cod.edu)>

**Cc:** Zerrudo, Maria <[zerrudom@cod.edu](mailto:zerrudom@cod.edu)>

**Subject:** RE: Reminder - 4 Unpaid Banner Invoices

I received another email this afternoon from Banner. They are still awaiting payment for the 4 invoices from your departments staffing needs.

Could either of you please update me on the status of these invoices so I can alert Banner?

I appreciate your help in getting this matter resolved quickly.

*Dana Collsen*

Human Resources/Administrative Assistant

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

[collsend@cod.edu](mailto:collsend@cod.edu)

Phone: 630-942-2639

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**From:** Kalin, Lilianna <kalinl@cod.edu>  
**Sent:** Thursday, June 11, 2020 9:45 AM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices

Hi Dana,  
We finally received access to create a PO, I had to switch budget funds that was the hold up. I think the invoices should be paid this week or next at the latest.

*Lilianna Kalin*  
Interim General Counsel  
Office of General Counsel  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
(630)942-3860  
kalinl@cod.edu

**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Thursday, June 11, 2020 7:43 AM  
**To:** Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices  
**Importance:** High

Lilianna,

Any update on your unpaid Banner Invoices? I received another email today from Banner requesting payment ASAP.

Thanks,

*Dana Collsen*  
Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
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**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Tuesday, June 2, 2020 10:37 AM  
**To:** Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Collsen, Dana <collsend@cod.edu>  
**Subject:** RE: Reminder - Unpaid Banner Invoices



Lilianna,

Have you reached out to Purchasing when it comes to PO/BO? Purchasing handles those requests. If you need additional supporting documents along with your invoices, like copies of Banner contract, etc. when applying for BO number, I have attached those items Purchasing may need. I also had to do that for Cesar Flores when he needed documentation from Purchasing for the same type of situation in order to receive a Blanket Order number for temp agency invoices.

Keep us posted on any updates, but hopefully Purchasing can answer your questions, and expedite the process.

Regards,

*Dana Collsen*

*Human Resources/Administrative Assistant*

College of DuPage

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Glen Ellyn, IL 60137

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**From:** Kalin, Lilianna <kalinl@cod.edu>

**Sent:** Tuesday, June 2, 2020 10:21 AM

**To:** Collsen, Dana <collsend@cod.edu>

**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

**Subject:** RE: Reminder - Unpaid Banner Invoices

I have sent these invoices to Scott Brady, Eugene Refakes. I have repeatedly asked for assistance in getting this matter resolved since it's been pending for months. I have received the run around on the process and when I ask for instructions and guidance I hear crickets. So once again I will send these invoices over and ask for assistance, the PO number appears to be the biggest sticking point.

*Lilianna Kalin*

Interim General Counsel

Office of General Counsel

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

(630)942-3860

kalinl@cod.edu

**From:** Collsen, Dana <collsend@cod.edu>

**Sent:** Tuesday, June 2, 2020 9:26 AM

**To:** Kalin, Lilianna <kalinl@cod.edu>

**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>

**Subject:** RE: Reminder - Unpaid Banner Invoices

**Importance:** High

Lilianna,

Once again HR has been notified from Banner of these previous invoices still not being paid from your department. Please update us on the status of this situation.

Regards,

*Dana Collsen*

Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
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**From:** Collsen, Dana  
**Sent:** Monday, April 27, 2020 3:15 PM  
**To:** Hollowed, Leslie <hollowedl@cod.edu>; Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@COD.EDU>; Olson Rzeminski, Michelle <olsonrzeminskim@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Lilianna,

These Banner Invoices still remain open, and in need of approval. Please see email thread and provide Blanket Order # as soon possible to invoicing.

Thanks,

*Dana Collsen*

Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
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**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Monday, April 27, 2020 3:11 PM  
**To:** Collsen, Dana <collsend@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Haven't received these invoices back with approval

**From:** Collsen, Dana

**Sent:** Friday, April 24, 2020 4:11 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: Reminder - Unpaid Banner Invoices

Any recent updates on these Banner invoices to General Counsel?

Thanks,

*Dana Collsen*  
Human Resources/Administrative Assistant  
College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
collsend@cod.edu  
Phone: 630-942-2639

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**From:** Collsen, Dana <collsend@cod.edu>  
**Sent:** Monday, April 6, 2020 5:34 PM  
**To:** Hollowed, Leslie <hollowedl@cod.edu>; Kalin, Lilianna <kalinl@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Collsen, Dana <collsend@cod.edu>; Jacobson, Daniel <jacobsond@cod.edu>  
**Subject:** Reminder - Unpaid Banner Invoices

Leslie,  
HR received notice today of outstanding Banner invoices. *(There were 33 unpaid invoices, totally \$32,145.79 from several department's Banner staffing needs.)* These invoices have ALL previously been sent to each department for both approval signatures and the Blanket Order (BO)#s for payment purposes. I have verified that **NONE** have been received to Accounts Payable to date. I will be sending this email to each department requiring approval documentation, listing each department's unpaid invoices to date.

**General Counsel Please note:** Your department's invoices are very recent, so it is understood if some have not been sent in for payment yet – I just needed to send this email reminder to all departments using Banner personnel so we could make payment as soon as possible.

Please provide each of your department's unpaid invoices with the **Approval Signature and BO#** to Maria Zerrudo: zerrudom@COD.EDU or Invoicing@cod.edu for payment **ASAP**. **If you have questions on the process please contact Maria for further clarification or explanation.**

**Office of General Counsel:**

Invoice Date	Invoice #	Total \$
2/29/20	37988	312.00
3/7/20	38034	780.00
3/14/20	38090	780.00
3/21/20	38128	156.00

Thanks for your help in resolving this unpaid invoice issue with Banner.

*Dana Collsen*  
Human Resources/Administrative Assistant

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-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 15:09:35 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Banner Temporary Services Invoices  
-----

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:03 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Re: Banner Temporary Services Invoices

Great! Thank you. Can you do me a favor per Eugene? Can you please pull back the request for approval from Lilliana's queue and pay these? I just spoke with Eugene and he says he may have an e-mail with Lilliana's approval and he will forward once he retrieves. He wants to make sure these do get paid tomorrow.

Thanks!  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



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---

**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 2:56:13 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

Hi Joyce,

I already vouchered the 4 invoices under the blanket no. provided by Eugene.

I routed it to Lilianna Kalin for approval.

Thank you

Marivic

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 2:49 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: Banner Temporary Services Invoices

Hi Marivic,

Please see Eugene's e-mail below. Can you use this BO number to process the invoices?

Thanks  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
Email: sekerkaj@cod.edu



**Disclosure Statement:**

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---

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 8:20 AM  
**To:** Refakes, Eugene  
**Subject:** Re: Banner Temporary Services Invoices

Will do!

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293

Email: sekerkaj@cod.edu



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**From:** Refakes, Eugene  
**Sent:** Tuesday, June 23, 2020 8:15 AM  
**To:** Sekerka, Joyce  
**Subject:** Banner Temporary Services Invoices

Hi Joyce,

We have outstanding invoices from Banner Temporary services. We delayed payment because the General Counsel's office needed to get a blanket order going. That is complete and the order number is B0369030. Please check with the appropriate Lead so they can pay the outstanding invoices And verify that have the invoices.

Thanks,

**Eugene Refakes**

*Manager, Financial Operations and Systems*

*Financial Affairs*

*College of DuPage*

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

-----  
From: zerrudom@cod.edu  
Sent: Tue Jun 23 15:18:24 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: Banner Temporary Services Invoices  
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**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:12 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Re: Banner Temporary Services Invoices

You are correct, normally you shouldn't.  
Eugene will forward the approvals so that they can be attached. He is working on that right now. He said Lilianna doesn't know how to approve in her queue and that is why we are doing it this way, since the invoices are past-due.

Thanks for all your help,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
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**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 3:08:11 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

I shouldn't process this for payment without approval because it is a blanket.

But I will attach this email and a note that Eugene wants this paid and will forward Lilliana's approval

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 3:03 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>



**Subject:** Re: Banner Temporary Services Invoices

Great! Thank you. Can you do me a favor per Eugene? Can you please pull back the request for approval from Lilliana's queue and pay these? I just spoke with Eugene and he says he may have an e-mail with Lilliana's approval and he will forward once he retrieves. He wants to make sure these do get paid tomorrow.

Thanks!  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
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**From:** Zerrudo, Maria  
**Sent:** Tuesday, June 23, 2020 2:56:13 PM  
**To:** Sekerka, Joyce  
**Subject:** RE: Banner Temporary Services Invoices

Hi Joyce,

I already vouchered the 4 invoices under the blanket no. provided by Eugene.

I routed it to Lilianna Kalin for approval.

Thank you

Marivic

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 2:49 PM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** Fw: Banner Temporary Services Invoices

Hi Marivic,

Please see Eugene's e-mail below. Can you use this BO number to process the invoices?

Thanks  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
630-942-2293  
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---

**From:** Sekerka, Joyce  
**Sent:** Tuesday, June 23, 2020 8:20 AM  
**To:** Refakes, Eugene  
**Subject:** Re: Banner Temporary Services Invoices

Will do!

Thanks,  
Joyce

**Joyce Sekerka**  
**Accounts Payable Supervisor**  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
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---

**From:** Refakes, Eugene  
**Sent:** Tuesday, June 23, 2020 8:15 AM  
**To:** Sekerka, Joyce  
**Subject:** Banner Temporary Services Invoices

Hi Joyce,

We have outstanding invoices from Banner Temporary services. We delayed payment because the General Counsel's office needed to get a blanket order going. That is complete and the order number is B0369030. Please check with the appropriate Lead so they can pay the outstanding invoices And verify that have the invoices.

Thanks,

**Eugene Refakes**  
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*Financial Affairs*  
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